9 Steps to Get Things Done through People – Delegation Coaching

- 1. Define the activity or task
- 2. Select the individual or team member
- 3. Assess their ability and training needs
- 4. Explain the reasons for delegation
- 5. State required results and outcomes
- 6. Consider resources required
- 7. Agree on deadlines
- 8. Follow Up
- 9. Make Suggestions